

MINUTES
PORTAGE COUNTY LAND RECORDS COMMITTEE
Friday, September 7, 2012 – 7:30 am, Conference Rooms 1&2, County Annex

Members Present: Krogwold, Piesik, Hartman, Shanahan, Glodowski, Rice, Hawker, Steinke, Stokes, Lane, Hild and Wisinski

Members Absent: Okray

Staff Present: Cummings, Sutter, and Schuler, Portage County Planning and Zoning Department

Hartman called the Land Records Committee meeting to order at 7:30 am in Conference Rooms 1&2.

1. Members of the Public Who Wish to Address the Committee on Specific Agenda Items Must Register Their Request at This Time, With Such Comments Subject to the Reasonable Control of the Committee Chair as Set Forth in Robert's Rules of Order - No one came forward.

2. Election of Chair and Vice Chair

Hartman called for nominations for Committee Chair. Piesik nominated Rice and Krogwold seconded the nomination. Hearing no other nominations, Hartman asked members to cast a unanimous vote for Rice as Chair. Rice elected Chair unanimously.

Rice called for nominations for Committee Vice Chair. Krogwold nominated Steinke as Vice Chair and Rice seconded the motion. Hearing no other nominations, Rice asked members to cast a unanimous vote for Steinke as Vice Chair. Steinke elected Vice Chair unanimously.

3. Approval of the August 26, 2011 Minutes

With no discussion necessary, Krogwold moved to approve the August 26 minutes and Piesik seconded the motion, which passed by voice vote.

4. Review/Discussion of 2013 Land Records Modernization Budget

Cummings read through the proposed 2013 Land Records budget, which is a zero base budget in that revenues and expenses are projected to be equal. Cummings noted recording fee revenues are up for 2012; therefore, the County Finance Director requested the year 2013 projection reflect that fact. Also, there are no pending large projects for 2013. With no further discussion necessary, Krogwold moved to accept the Land Records Modernization proposed 2013 budget. Lane seconded the motion, which passed by voice vote.

5. Discussion/Possible Action on Fees Related to GIS Map and Data Requests

Hartman stated in an effort to formalize how we do business, a written policy as to how we charge for GIS map and data requests will be developed. At this time, charges include \$1 per square foot for maps and \$25 per hour for staff compilation time. Currently, residents and private companies are charged these fees to receive physical materials, but if emailed the data, there is no charge. Whereas, the following entities do not pay: those performing work under County contract and require the information, inter-departmental staff requests, University of Wisconsin-Stevens Point (UWSP)/Students, local units of government, emergency services in the County, and non-profit organizations. The projected revenue is \$1,500 for the year.

Krogwold asked why students were not charged. Hartman replied we usually trade our data for receiving results of the students' work. We usually email data to the UWSP, so they do not

have to come here to get it. Rice noted all GIS data is available to the public, according to the State. You can charge for preparation of the data requested. He further noted that Marathon County charges a considerable amount for their data and has not been challenged. Charges vary widely across the State, but most do not charge, which is similar to Portage County.

Lane noted he has requested aerials from the Planning and Zoning Department and finds staff does a phenomenal job. Sutter clarified there is a charge for printed data, but not for emailed data, which happens most often. Krogwold felt recouping cost was fine. Hild stated most people obtain data on-line and Hartman noted that is why revenues are down.

With no further discussion, Piesik moved to have the Planning and Zoning Department write out their current policy on charging for GIS information and Krogwold seconded the motion, which passed by voice vote.

6. Update: GIS Related Projects

Sutter reported the GIS section is working on three large projects: the Farmland Preservation mapping element, Bike/Pedestrian Plan, and Comprehensive Plan updates.

Schuler noted a new aerial photo flight remains in the County Capital Improvements Program for 2015.

7. Review of Vouchers

Committee reviewed a voucher related to ARC/INFO software maintenance charges.

8. Adjournment

With no further business to come before the Committee, Krogwold moved to adjourn and Piesik seconded the motion. Meeting adjourned at 7:55 am.

Respectfully submitted,

Keith Rice, Chair

Paula Cummings, Rec. Secretary

Date